

**ADMINISTRATIVE SERVICES BRANCH
ASSISTANT EXECUTIVE OFFICER REPORT**

(Attachment – Item 13)

SUBJECT	DATE OF ASSIGNMENT	STATUS
Enterprise Transition Management (ETM) Project	Ongoing	<ul style="list-style-type: none"> • The Request for Proposal for the Organizational Development Enterprise Transition Management vendor was posted March 23rd on the CalPERS website. Four proposals were received and the anticipated vendor start date is July 16, 2007. • Change Management training is continuing to prepare CalPERS managers, supervisors and Executive Staff for their role during the transition. Change management training for all staff will roll out in the Fall of 2007. • Enterprise Transition Management and the Pension System Resumption Project teams are partnering to coordinate communication and transition activities for CalPERS staff.
Assessment of Disaster Recovery Requirements/ IT Recovery Time	Ongoing	<p><u>Major Accomplishments:</u></p> <ul style="list-style-type: none"> • The body of information to be included in the “Business Derived Recovery Requirements”, the project’s first deliverable, was approved. The formulation of this deliverable began a week ahead of schedule. • The interdependencies of business functions and technical applications and infrastructure have been defined. • Identified all Federal and State compliance requirements <p><u>In Process:</u></p> <ul style="list-style-type: none"> • The development of the second deliverable, “Disaster Recovery Options for Critical Operations” has begun.
Contracts Management	Ongoing	<p><u>Status/Accomplishments:</u></p> <ul style="list-style-type: none"> • The analysis is complete and the findings and recommendations have been presented to the Executive Office. As a result of the study, the policy on spring-fed pools was changed to improve the contracting process. <p><u>In Process:</u></p> <ul style="list-style-type: none"> • Funds have been budgeted for Fiscal Year 2007/2008, and ITSB will develop and install an automated contract workflow process to make the contract review and tracking more efficient.

